

Unemployment Reporting

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The Agvance program does no automatic posting of unemployment as the checks are processed. The Unemployment Insurance Report helps calculate the liability and is found at *Reports / Payroll / Payroll Status*. Run this once for Federal and once for State rate, changing the *Tax Rate* indicator between *Federal* and *State* as the report is run for each. When running this report for the Federal rate, the *In Excess of* amount must be filled in. The State *In Excess of* number can be saved on the state payroll tax table(s). If the information is saved on the table, the *In Excess of* amount on the report criteria screen may be left blank. If the tax rates are set on the state tax tables, the report will calculate the unemployment tax.

The *Print Recap* option prints a summary on the last page of the report and should be used when the report is run using the *State* option. If the rate is set up at the State Tax Table, the recap displays the State percentage and calculates the amount of tax.

The payment of unemployment taxes are posted manually as they are paid. A *Quick Check* could be used if a check is needed. If the payment is made electronically, a journal entry may be entered.